ESF-5

EMERGENCY OPERATIONS CENTER

ESF-5

EMERGENCY OPERATIONS CENTER

PRIMARY AGENCY: **The City of Battlefield Emergency Management Director**
The City of Battlefield

SUPPORT AGENCIES: **Battlefield Fire Protection District**
Springfield-Greene County Office of Emergency Management
City of Battlefield Staff

I.   PURPOSE

When an emergency/disaster occurs, centralized direction and control are required to facilitate coordinated responses by the chief executive and key staff, emergency support service personnel, and representatives of private sector organizations or individuals who have assigned emergency responsibilities. The most effective way to exercise direction and control under emergency/disaster conditions is to provide a single site for key officials to work. This site is the Emergency Operations Center (EOC). The EOC coordinates activities with all personnel with an emergency response role, including superior, subordinate, and lateral elements as well as neighboring jurisdictions. Coordination of activities ensures that all tasks are accomplished with little or no duplication of effort and with the highest probability of success.

This ESF will develop a capability for the chief executives and key local officials of Battlefield, to direct and control response and recovery operations from a centralized facility (EOC) in the event of an emergency/disaster. The EOC should not be confused with the Incident Command(s), which control various aspects of the field operations that will normally exist during the same emergency/disaster. The following activities are performed in the EOC:

A.   Receipt and dissemination of warnings.
B.   Collection and analysis of situational information.
C.   Coordination of policy level decisions.
D.   Strategic management and coordination of emergency operations.
E.   Support of strategic and/or long-term incident planning.
F.   Coordination of Incident Action Plans.
G.   Collection, analysis, and reporting of damage data.
H.   Coordination of resource management.
I.   Provision of emergency information and instructions to the public.
J.   Maintenance of liaison with support agencies, other jurisdictions and other levels of government.

II.   SITUATION AND ASSUMPTIONS

A.   Situation

1.   The City of Battlefield is subject to many hazards (**see Hazard Mitigation Plan**) that would require the use of a centralized EOC to facilitate policymaking, coordination, and control of operating forces in a large-scale emergency/disaster situation.

2.   Battlefield's hazard potentials are well defined, but can vary in scope and magnitude. City emergency operations facilities are meant to be utilized within an all-hazards environment and are expected to function and should be adequate to conduct response and recovery operations in the face of the following hazards identified by Battlefield:

City of Battlefield Hazards	
Natural Hazards	**Human Caused Hazards**
Winter Storms	Chemical Hazards
Droughts	Biological Hazards
Earthquakes	Radiological Hazards
Extreme Heat	Nuclear Hazards
Flooding	Explosives
Land Subsidence (Sinkholes)	Civil Disorder
Thunderstorms/Tornadoes	Technological Hazards
Wildfires	Waste

3.   The City of Battlefield will normally manage emergency/disaster operations from their EOC. Field operations will be controlled from one or more Incident Command Posts (ICPs) which will be located near the emergency/disaster scene.

4.   Warning functions (storm sirens) for Battlefield will be managed from the Springfield-Greene County Office of Emergency Management. Communications for the City of Battlefield will be managed from the Springfield-Greene County Emergency Communications Center and coordinated with the Battlefield EOC. The Emergency Communications Center will act as a backup to the EOC for issuing public warnings.

5.   The EOC has the capability to communicate with the necessary local, State, and federal agencies needed in times of emergency.

6.   Should the primary EOC become inoperable, one of three alternate EOCs will be activated and departments/agencies notified. For alternate EOC operations, **(see Appendix 6).**

B.   Assumptions

1.   The EOC and procedures described in this ESF will be adequate for all disaster conditions that could arise for the City of Battlefield.

2.   All EOC liaisons will utilize established procedures for EOC operation response to the event.

3.   Close coordination must be maintained between Direction and Control (**Basic Plan**) such as the EOC and any established Incident Command Posts (ICPs) to identify special considerations, secondary threats, and available resources.

III.   CONCEPT OF OPERATIONS

   A.   General

   1.   During emergency operations, the EOC will follow the Incident Command System (ICS) structure and be organized into five major sections: Management, Operations, Plans, Logistics, and Finance/Admin. All EOC personnel, which include Emergency Support Function (ESF) primary and support agencies, will be organized into one of these five sections (**see Appendix 2**). The City of Battlefield, being small in size and population may have a single person assigned to one or more sections.

   All sections will participate in the planning process, also known as the Planning "P", **(see Appendix 3)** coordinated by the Plans Section. Adopted ICS forms can be utilized by all sections as coordinated by the Plans Section. If the Plans Section Chief position is not staffed, the Emergency Management Director (EMD) will fill this role or appoint a staff member to do so.

   a.   **EOC Management/General Staff**: This section is led by the appointed EOC Director. This section consists of those responsible for the overall strategic management of the emergency. This group will include the EOC Director, and the Policy Group, and may include Public Information Officers, Liaison Officers, and Safety Officers. The Policy Group, coordinated by the EOC Director, will include, but not be limited to, Chief Elected Officials and the directors from the City departments affected by the emergency. The responsibilities of this Section are to:

   - Manage EOC functions and coordinate the overall strategic response/recovery effort, including prioritizing, decision making, coordination, tasking, and conflict resolutions within the EOC.
   - Report to the Battlefield City Mayor and the Battlefield Board Members as needed.
   - Report to the Springfield-Greene County Office of Emergency Management.
   - Report to the State Emergency Management Agency (SEMA).
   - Facilitate Inter-jurisdictional coordination.
   - Activate and deactivate the EOC, which includes notification and recall of personnel.
   - Provide situational awareness updates via WebEOC.

   b.   **EOC Plans**: This section is led by the appointed Planning Section Chief. The Planning Section is responsible for gathering, analyzing, evaluating and disseminating technical information and making recommendations to the EOC Director. While Operations is concerned with immediate strategic response to the disaster, Planning is concerned with the overall strategy and long-term goals. Planning's function is to maintain information on the overall response effort and to develop an Incident Action Plan for the next operational period if the situation allows. Some key responsibilities of this section are:

   - Coordinate effective implementation of the Planning "P" Process
   - Develop an Incident Action Plan or similar plan for operational periods
   - Production and tracking of incident record keeping
   - Situational intelligence, including information gathering, verification, status reporting, and maintaining maps and displays
   - Damage Assessment, including information gathering, verification, and reporting

- Providing situation reports to local, State and Federal officials and/or agencies using established forms, email, phone call, or WebEOC
- Briefing EOC staff

c. **EOC Operations**: This section is led by the appointed Operations Section Chief. The Operations Section includes all activities that are directed toward the reduction of the immediate hazard, establishing control, and restoration of City operations. This section consists of those departments or agencies that are responsible for public safety and infrastructure. The individual agencies receive and evaluate requests for assistance and resources, establish priorities, and relay operational status and information to the Management Section.

Among those usually represented in this Section are primary and support organizations for the ESFs implemented for each event. The overall responsibility of this Section is to coordinate with field operations and ICP(s).

EOC operations will be conducted in the same manner regardless of the circumstances or location.

d. **EOC Logistics**: This section is led by the appointed Logistics Section Chief. The Logistics Section consists of those departments with responsibilities for the procurement of personnel and equipment necessary for the management of and recovery from the emergency. The Logistics Section coordinates the procurement and provision of emergency resources and support for the response and recovery operations being conducted for the emergency or disaster.

e. **EOC Finance/Admin**: This section is led by the appointed Finance Section Chief. The Finance Section is responsible for all finance, emergency funding and cost accountability functions for EOC operations. This Section provides financial and contracting services for emergency or disaster operations **(see ESF-7, Resource Management, Appendix 10)**

2. The ICS/EOC interface will be primarily established through the EOC Operations Section. Order of communications with field personnel will be through ESF liaisons, the EOC Operations Section Chief, and the EOC Director.

3. The EOC will be activated within established guidelines. When the EOC is activated, the Operations Section Chief will coordinate with the EOC Director in determining the appropriate ESFs that will be activated.

4. The number of EOC staff will be determined by the depth of personnel requested by the EOC Director and the number of ESFs activated.

5. Space will be provided in the EOC for all EOC personnel. Space for briefing the media will be available in the community room located inside City Hall.

6. The Emergency Management Director must maintain the capability to activate the EOC on short notice and maintain a 24-hour a day operation.

7. The Emergency Management Director is responsible for the administrative functions of the EOC.

8. The decision to discontinue EOC operations will be made by the Management Section in accordance with established laws, orders and procedures.

9. **Region "D" Multi Agency Coordination Center (DMACC)** - In the event that a disaster happens within the Region "D" area, and if needed, the "DMACC" will serve as the location for State, Federal and county agencies to provide resource and support capabilities to the affected area within Region "D". The DMACC will be located at the Springfield-Greene County Office of Emergency Management, located at 330 W. Scott, Springfield, MO.

10. **Incident Support Team (IST)** - A multi-agency/multi-jurisdiction team for extended incidents. It is a designated team of trained personnel from different departments, organizations, agencies, and jurisdictions, activated to support incident management at incidents that extend beyond one operational period.

B. **Actions to be Taken by Operating Time Frames**

1. **Mitigation**

    a. Analyze potential disasters (**see Hazard Mitigation Plan**) and expand EOC capabilities to meet all situations.

2. **Preparedness**

    a. Identify facilities, agencies, personnel, and other resources necessary to support EOC operations.
    b. Maintain procedures for upgrading the EOC to meet the growing needs of the community.
    c. Train Direction and Control staff in EOC procedures (tests and exercises).
    d. Maintain a public information program to exercise citizen awareness of the EOC facility and its purpose. Give briefings as necessary.
    e. Maintain plans to relocate EOC should it become necessary (**Appendix 6**).
    f. Prepare displays and acquire other equipment necessary for EOC operations.
    g. Stock administrative supplies and equipment.
    h. Maintain methods for message handling within the EOC.
    i. Maintain EOC security procedures.
    j. Conduct exercises and critiques of EOC procedures with the entire EOC staff.
    k. Test communications.
    l. Inventory equipment and supplies and alleviate shortages.

3. **Response**

    a. EOC Activation
        *   Determine Emergency Disaster Activation Level (**see Appendix 5**).
        *   For an EOC activation of Level III or greater, the EOC Director or designee will determine which ESFs need to be activated or if assistance is needed from the Springfield-Greene County Office of Emergency Management.
        *   EOC staff will initiate alert and notification of the activated ESFs.
    b. Alert and Notification
        *   EOC staff, under the direction of the EOC Director, is responsible for alerting and notifying primary agencies for the activated ESFs with information including incident and EOC status.
        *   Alerts and notifications may be done by:
            o   Phone notification with Appendix 1 of applicable ESFs
            o   800 MHz radio communications
            o   Emergency Communications Center (9-1-1)
    c. Initial Operations
        *   Coordinate actions as required by the situation

- Provide support for Field Operations
- Begin Damage Assessment operations to establish situation reports
- Conduct regular situation briefings to include reports from operating departments/agencies
- Report situation to higher levels of government
- Ensure all EOC staff maintain a record of actions on EOC Form 214, to include messages received or sent
- Provide and maintain food, water, and necessary supplies to sustain the EOC staff.

4.   Recovery

a.   Tabulate damage to include displaced persons and request outside assistance if necessary.
b.   Assimilate expenditure data and cost figures for payment.
c.   Repair equipment and replenish supplies.
d.   Begin deactivation of the EOC as conditions permit.
e.   Conduct critiques and initiate actions to improve capabilities.
f.   Prepare and submit after-action report to the State Emergency Management Agency (SEMA).

IV.   ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A.   Primary Agency:

The City of Battlefield Emergency Management Director
The City of Battlefield

1.   The responsibility for overall Direction and Control of operations rests with the chief elected officials and Department Heads.
2.   Battlefield's Emergency Management Director is responsible for serving as a key advisor to the chief elected official. He or she is also responsible for the internal management of operations in the EOC.
3.   Maintain active liaison with all EOC sections.
4.   Chair all EOC briefings.
5.   Ensure proper message handling.
6.   Coordinate records of the cost of supplies, resources and man-hours needed to respond to the disaster event.

B.   Support Agencies:

Battlefield Fire Protection District
Battlefield Fire Protection District is trained in managing an all-hazards environment and will support the City of Battlefield in any way possible during an event.

City of Battlefield Support Staff
Support and Coordinate activities of departments and personnel.

Springfield-Greene County Office of Emergency Management (OEM)

1.   OEM will provide support if the City of Battlefield becomes overwhelmed by the size or complexity of the event and at the request of the City
2.   Coordinate Incident Support Team (IST) deployment if necessary
3.   Offer PIO assistance if requested
4.   Coordinate activation of the DMACC if necessary

5.   Open Public Information Communication Center (PICC) and/or the Joint Information Center (JIC) to assist with damage assessment, donations, etc. if requested

C.   **State Support Agencies:**

State Emergency Management Agency
SEMA will coordinate with local government agencies on potential or actual disasters and emergencies.

D.   **Federal Support Agencies**

Federal Emergency Management Agency
FEMA will coordinate with State government agencies on potential or actual disasters and emergencies.

V.   DIRECTION AND CONTROL

A.   Although the Emergency Management Director manages operations within the EOC, his/her authority does not exceed that of the elected officials.

B.   A request for State and federal assistance can only be made by the chief elected official or his/her authorized successor or designee.

VI.   CONTINUITY OF OPERATIONS

The key purpose of Continuity of Operations planning is to provide a framework for the continued operation of critical functions. When implemented, these plans will determine response, recovery, resumption, and restoration of Department/Agency services.

COOP Plans for the Departments/Agencies present a manageable framework, establish operational procedures to sustain essential activities if normal operations are not feasible, and guide the restoration of the critical functions of the Department/Agencies. The plan provides for attaining operational capability within 12 hours and sustaining operations for 30 days or longer in the event of a catastrophic event or an emergency affecting the department.

VII.   ADMINISTRATION AND LOGISTICS

A.   All requests for assistance, all general messages, and all reports will be handled using the procedures and adopted ICS forms. The use of reports will vary according to the type of emergency involved.

B.   Security personnel or personnel designated by the Emergency Management Director will maintain a record of all persons entering and departing from the EOC. (ICS Form 211or similar)

C.   Other forms as needed will be completed and utilized for incident, logistical and historical tracking purposes

VIII.   ESF DEVELOPMENT AND MAINTENANCE

This ESF will be maintained and updated annually by the Springfield-Greene County Office of Emergency Management incoordination with the City of Battlefield

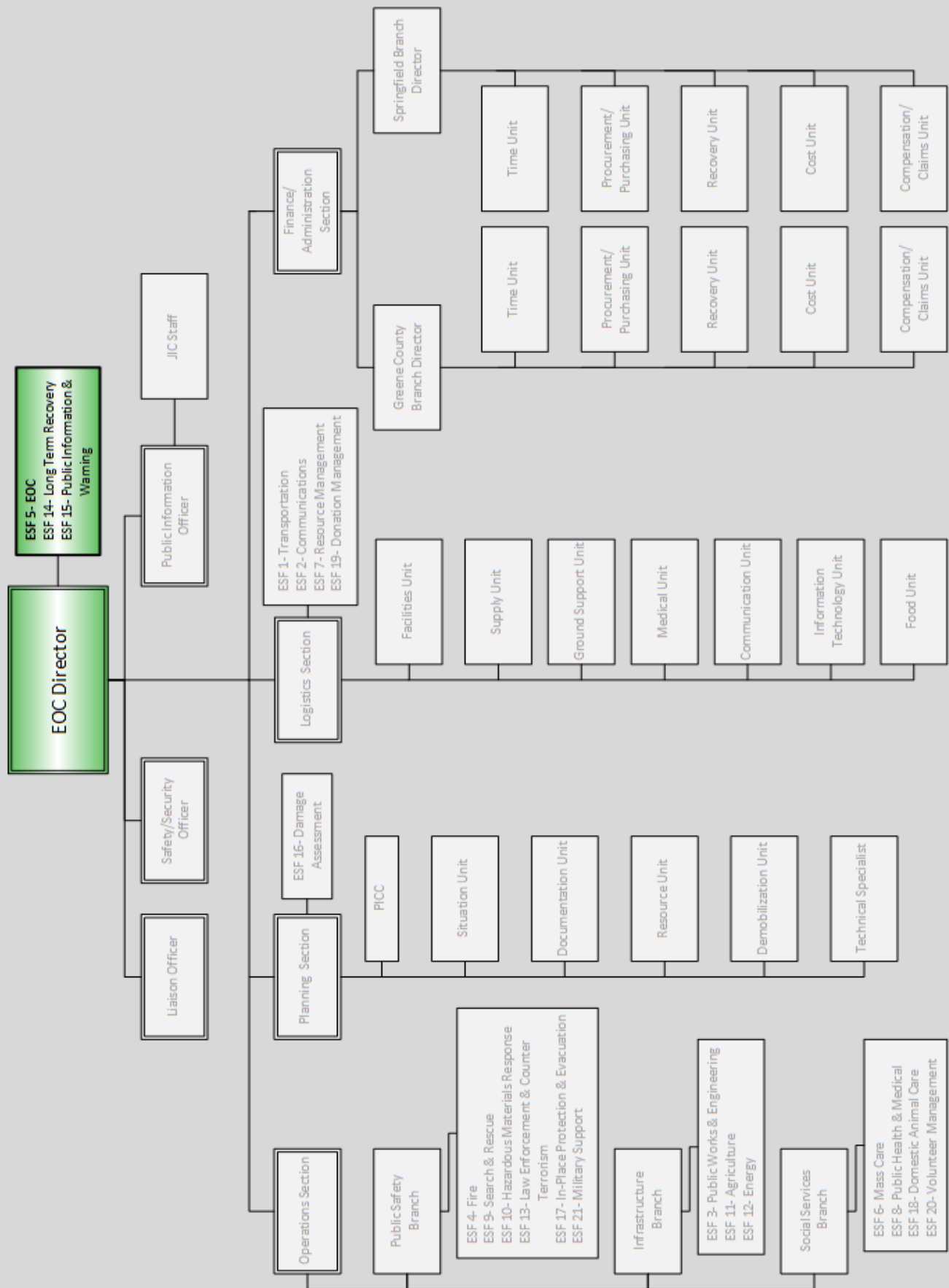**ESF-5**

EMERGENCY OPERATIONS CENTER

APPENDICIES

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APPENDIX 1

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APPENDIX 2
ORGANIZATIONAL CHART

EOC Director

ESF 5- EOC
ESF 14- Long Term Recovery
ESF 15- Public Information & Warning

- JIC Staff
- Public Information Officer
- Safety/Security Officer
- Liaison Officer

Finance/Administration Section

- Springfield Branch Director
  - Time Unit
  - Procurement/Purchasing Unit
  - Recovery Unit
  - Cost Unit
  - Compensation/Claims Unit
- Greene County Branch Director
  - Time Unit
  - Procurement/Purchasing Unit
  - Recovery Unit
  - Cost Unit
  - Compensation/Claims Unit

Logistics Section

ESF 1- Transportation
ESF 2- Communications
ESF 7- Resource Management
ESF 19- Donation Management

- Facilities Unit
- Supply Unit
- Ground Support Unit
- Medical Unit
- Communication Unit
- Information Technology Unit
- Food Unit

Planning Section

ESF 16- Damage Assessment

- PICC
- Situation Unit
- Documentation Unit
- Resource Unit
- Demobilization Unit
- Technical Specialist

Operations Section

- Public Safety Branch
  - ESF 4- Fire
  - ESF 9- Search & Rescue
  - ESF 10- Hazardous Materials Response
  - ESF 13- Law Enforcement & Counter Terrorism
  - ESF 17- In-Place Protection & Evacuation
  - ESF 21- Military Support
- Infrastructure Branch
  - ESF 3- Public Works & Engineering
  - ESF 11- Agriculture
  - ESF 12- Energy
- Social Services Branch
  - ESF 6- Mass Care
  - ESF 8- Public Health & Medical
  - ESF 18- Domestic Animal Care
  - ESF 20- Volunteer Management

PLANNING "P"

EOC Planning P

- Purpose: Develop and finalize IAP
- Attendees: EOC Management and General Staff
- Facilitator: Planning Section or designee

Preparation for and Conducting the Planning Meeting

The purpose of this meeting is to allow the EOC Management and General Staff to review the IAP. During this meeting, the following should occur:

- The PSC gives a situation status update.
- The status of all resources (on-scene, ordered, and pending) will be provided.
- The PSC reviews and forecasts all incident, EOC, and community facilities' needs.
- Priorities for resource allocation are established.
- The PSC reviews current objectives.
- PSC confirms that all elements of the EOC IAP are in order.
- The PSC conducts input time for EOC Management and General Staff to add their final comments.

EOC IAP Preparation and Approval

- Ensures EOC IAP is in an appropriate format for the incident
- Initial plan in outline form for oral briefing
- Later briefings developed and disseminated in writing

Conducting the Operation Briefing

This purpose of the Operation Briefing is to bring all on-coming staff up-to-date for the next operational period. During this briefing, the following should occur:

- EOC Management reviews objectives.
- Situation Unit Leader (SUL) conducts Situation Briefing.
- Operations Section (OS) discusses current response actions and accomplishments.
- Logistics Section (LS) covers transport, communications, and supply details.
- Finance Section (FS) covers all fiscal issues.
- PIO covers public affairs and information issues. Liaison Officer (LNO) covers interagency issues, and Intel covers intelligence issues.
- PSC solicits final comments and adjourns briefing.
- Sections conduct individual breakout meetings to complete the process.

EOC Ops Briefing

- Present the EOC IAP
- Purpose: To Brief On-coming staff
- Attendees: EOC staff and on-coming staff
- Facilitator: Planning Section or designee
- Present plan to on-coming shift
- Review incident development
- Make last-minute adjustments

EOC Planning Meeting

On-Going Operations

Execute EOC IAP: Initiate Planning for Next Ops Period

- Continually assess and modify the plan
- Planning P process starts over with new staff

EOC Planning for All-Hazards Events

Strategies/Tactics Meeting

Assess On-Scene Progress

EOC Activation

Planning Meeting Prep

- IAP drafted
- ICS 204, 205, 206, 208

- Purpose: Develop strategies and tactics from objectives
- Attendees: Ops, Plans, RESL, and Logs
- Facilitator: Ops Section or designee

EOC Objectives Meeting

- Purpose: Formulation and prioritization of objectives, priorities, and IAP assignments
- Attendees: EOC Management and Plans
- Facilitator: Planning Section or designee
- ICS 202/203, 207

EOC Incident Briefing

EOC Activation

EOC Notifications

Incident Occurs

- Size-up
- Ensure decision markers have a clear picture of the incident
- ICS 201

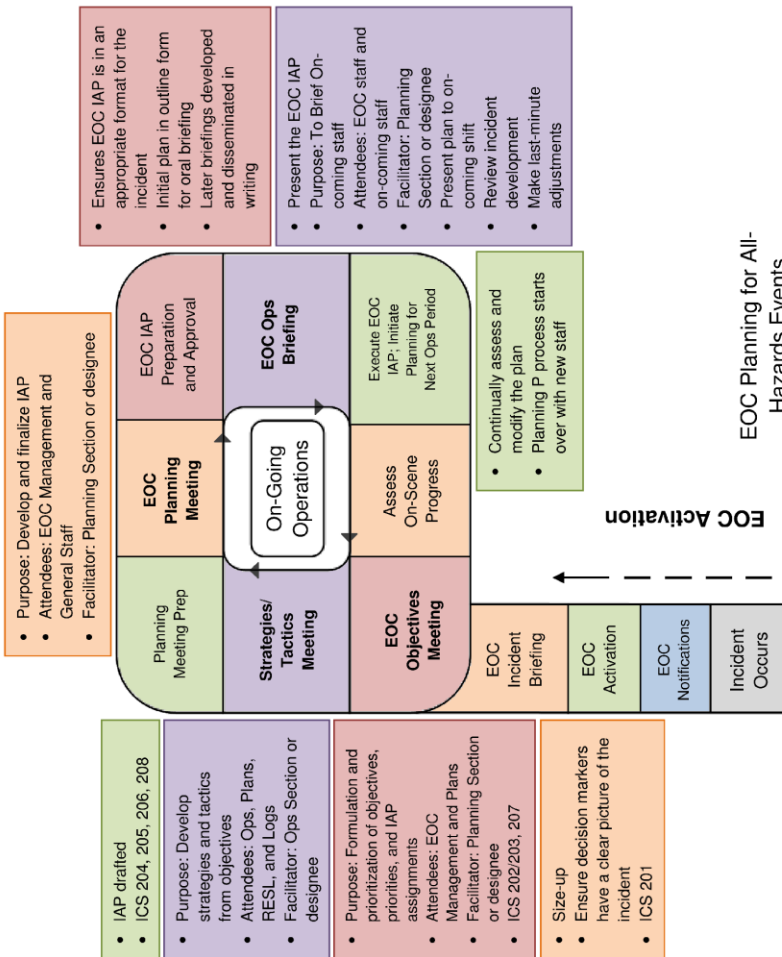**Preparation for and Conducting the Objectives Meeting**

The purpose of this meeting is to formulate and prioritize the overall objectives required for mitigation of the incident. During this meeting, the following should occur:

- The Planning Section Chief (PSC) reviews and/or updates key current actions and decisions.
- Outline meeting schedule for current operational period.
- Write/update incident objective/resource priorities.
- Review limitations and constraints.
- Discuss incident's potential for the next operational period.

Preparation for and Conducting Strategies/Tactics Meeting

The purpose of this meeting is to develop strategies and tactics based on the objectives set by EOC Management. During this meeting, the following should occur:

- Review EOC Management and General Staff positions assigned.
- Review incident objective/resource priorities, limitations, and constraints.
- Discuss the current number of resources on-scene and ordered.
- Review/update Key Procedures.
- Review, document, and/or resolve status of any open actions.
- Discuss incident's potential for the next operational period.

Springfield-Greene County Office of Emergency Management

APPENDIX 4

ICS/ESF STAFFING

I. **COMMAND/GENERAL STAFF**
   1. ESF 5 – Emergency Operations Center
   2. ESF 14 – Long Term Recovery
   3. ESF 15 – Public Information & Warning
II. **OPERATIONS**
   A. **Public Safety**
      1. ESF 4 – Fire
      2. ESF 9 – Search and Rescue
      3. ESF 10 – Hazardous Materials Response
      4. ESF 13 – Law Enforcement & Counter Terrorism
      5. ESF 17 – In-Place Protection & Evacuation
      6. ESF 21 – Military Support
   B. **Infrastructure**
      1. ESF 3 – Public Works & Engineering
      2. ESF 11 – Agriculture (Livestock, Food Animals & Crops)
      3. ESF 12 – Energy & Utilities
   C. **Social Services**
      1. ESF 6 – Mass Care & Companion Animal Sheltering
      2. ESF 8 – Public Health & Medical
      3. ESF 18 – Domestic Animal Care
      4. ESF 20 – Volunteer Management
III. **PLANS**
      1. ESF 16 – Damage Assessment
IV. **LOGISTICS**
      1. ESF 1– Transportation
      2. ESF 2 – Communications
      3. ESF 7 – Resource Management
      4. ESF 19 – Donations Management

APPENDIX 5

BATTLEFIELD EMERGENCY OPERATION CENTER STANDARD OPERATING GUIDELINES

I. **PURPOSE:**

The primary Emergency Operations Center (EOC) is a central location from which local governments can provide interagency coordination and executive decision making in support of incident response and recovery operations. The purpose of the EOC is to provide a centralized location where public safety, emergency response, and support agencies coordinate planning, preparedness, and response activities. Depending on the situation, the alternate EOC could become the seat of local government.

II. **SITUATION AND ASSUMPTIONS:**

The primary Battlefield Emergency Operations Center (EOC) is located at:

Battlefield City Hall

5435 S. Tower Drive

Battlefield, Missouri 65619

III. **CONCEPT OF OPERATIONS:**

    A. **General**

        1.   The EOC will utilize a modified NIMS concept.

    B. **Actions to be Taken by Operating Time Frames**

        Activation procedures for the primary EOC are outlined below:

        1.   **ACTIVATION:**

        The EOC will be activated as required for exercises, special events, or impending or actual emergencies on order of the Mayor, the City Administrator, the Emergency Management Director or their designated alternates or other duly constituted authority as outlined in the Basic Plan.

2.	ACTIVATION LEVELS:

OPCON LEVEL	CONDITION
4	**Monitoring Activation:** Normal daily operations.
3	**Partial (Local) Activation:** This activation will be for an occurrence that can be handled by one or more departments/agencies within the local jurisdiction (city/county). It has the potential to require resources in excess of those available to the responding department/agency(s) through mutual aid agreements, etc.
2	**Full (State) Activation:** This activation will require a major response and a significant commitment of resources from several department/agency(s) and due to the situation will require a response from State resources/assets.
1	**Full (Federal) Activation:** This activation will require a massive response with resource commitments exceeding those available both locally and at a State level. Federal assets will be required to stabilize the situation.

OPCON LEVEL	EOC STAFFING REQUIREMENT
4	EOC Core Staff Only (EMD + City Clerk)
3	EOC Core Staff + On-Duty or Select Department/Agency Personnel + Elected Officials + Springfield-Greene County Office of Emergency (OEM) Personnel (if requested)
2	EOC Core Staff + Level 3 Staffing + State Personnel (This + DMACC staffing will likely be located at the OEM)
1	EOC Core Staff + Level 2 & 3 Staffing + State Personnel + Federal Personnel (This + DMACC staffing will likely be located at the OEM)

3.	ALERTING:

The Greene County Emergency Communications Center is responsible for alerting the Emergency Management Director. Additional notifications will be made in accordance with the Emergency Operations Plan (EOP), **ESF-5, Appendix 1**, and the Emergency Services Advisory.

4.	SETUP:

a.	The EOC is permanently established at 5434 S. Tower Drive in Battlefield. Emergency Management staff and volunteers will coordinate this function.

b.	Communications for the disaster will be handled through the Springfield-Greene County Emergency Communications Center. The Springfield-Greene County OEM Situation Room can function as a communications and message center for the City of Battlefield's EOC as well as the coordinating point for amateur communications utilized in the disaster upon request..

c.   The City of Battlefield is responsible for providing equipment, such as, copy machine, wireless internet, office supplies, message forms, log sheets etc.

d.   A Joint Information Center (JIC) and Public Information Communications Center (PICC) has been established at the Springfield-Greene County Office of Emergency Management at 330 W. Scott St. in Springfield and can be activated upon request.

e.   Alternate EOC locations can be found in **Appendix 6** of this ESF.

5. OPERATIONS:

This section will be led by the appointed Operations Section Chief. The Operations Section includes all activities that are directed toward the reduction of the immediate hazard, establishing control, and restoration of City operations. This section consists of those departments or agencies that are responsible for public safety, social services, and infrastructure. The individual agencies receive and evaluate requests for assistance and resources, establish priorities, and relay operational status and information to the Management Section.

Among those usually represented in this Section are primary and support organizations for the ESFs implemented for each event. The overall responsibility of this Section is to coordinate with field operations and ICP's.

EOC operations will be conducted in the same manner regardless of the circumstances or location.

6. DEACTIVATION:

Deactivation of the EOC may be in total or a reduced status. The deactivation should occur when the situation has stabilized to the point that the disaster has been controlled to the point that it is no longer an overwhelming burden to the city. Once the EOC has been deactivated, it can be reactivated should the need arise because the situation has once again begun to overwhelm the community.

Steps for deactivation will be the reverse of activation and will include the restock of any EOC supplies or rehabilitation of any EOC equipment.

APPENDIX 6

BATTLEFIELD
ALTERNATE EMERGENCY OPERATION CENTER
OPERATIONS

I. PURPOSE:

Like the Primary Emergency Operations Center (EOC), the Alternate EOC (AEOC) is a central location from which local governments can provide interagency coordination and executive decision making in support of incident response and recovery operations. The purpose of the EOC and AEOC is to provide a centralized location where public safety, emergency response, and support agencies coordinate planning, preparedness, and response activities. Depending on the situation, the alternate EOC could become the seat of local government. The City of Battlefield has secondary and tertiary AEOCs.

II. SITUATION AND ASSUMPTIONS:

Damage to the primary or secondary EOC does not absolve the jurisdiction of its coordination responsibilities, or its responsibilities for protecting the public.

The City of Battlefield's secondary Alternate Emergency Operations Center (AEOC) is located at:

Battlefield Fire Protection District Headquarters (HQ)

4117 W. Second Street

Battlefield, MO

The selection of the secondary AEOC location was based on the following factors:

1. Capabilities: The secondary AEOC has backup power, sufficient work space and layout, sufficient technology and infrastructure.

2. Location: The secondary AEOC is within a mile of the existing facility. This at face value appears too close to the existing EOC, but it is the perfect distance from the hub of government activities to be useful and potentially far enough away so as to assume a reasonable standoff distance.

3. Security: The secondary AEOC has the ability to be completely locked down to ensure the safety of the staff as well as to allow for efficient handling of the disaster with limited outside interference.

The City of Battlefield's tertiary AEOC is located at:

James River Church West Campus

3953 W. Farm Road 168

Springfield, MO

The selection of the tertiary AEOC location was based on the following factors:

1. Capabilities: The tertiary AEOC has backup power, sufficient work space and layout, sufficient technology and infrastructure.

2. Location: The tertiary AEOC is located close enough to the primary and secondary EOCs to ensure a timely arrival but at a suitable distance from the primary and secondary EOCs and therefore not likely to have been affected by the hazard. This AEOC is located near a major highway and therefore offers well established ingress and egress routes.

3. The tertiary AEOC has the ability to be completely locked down to ensure the safety of personnel as well as to allow for efficient handling of the disaster with limited outside interference.

III. CONCEPT OF OPERATIONS:

A. General

1. The following are alternate facility status definitions:

   a. Hot Facilities: can be used as soon as personnel arrive. Hot facilities are the most expensive to maintain. They require duplicate systems and equipment, and the ongoing payment of utilities.

   b. Warm Facilities: have critical systems and equipment in place. The EOC can be up and running as soon as utilities and telephones are turned on, computers are installed, etc.

   c. Cold Facilities: are basically empty shells. There are no systems and equipment in place and no arrangements for utilities. Cold facilities require the longest period of time for startup.

   The City of Battlefield will maintain an Alternate EOC Dive-Away Kit that is preloaded in a departmental prime-mover and ready to deploy 24/7.

   Because the alternate EOC is designated for use only when the primary EOC is unusable, the alternate EOC will be equipped to transform it from a warm facility to a hot facility during activation periods.

B. Actions to be Taken by Operating Time Frames

The determination of 1) the appropriate alternate facility for relocation, and 2) whether to relocate the entire EM Personnel to the alternate facility will be made at the time of activation by the City of Battlefield's Emergency Management Director or his designee in consultation with EM personnel; the decision will be based on the incident, threat, risk assessments, and execution timeframe. Arrangements should be made with the management of all pre-identified alternate facilities to appoint an Alternate Facility Manager who will be responsible for developing site support procedures that establish the requirements for receiving and supporting the City of Battlefield's Personnel.

To ensure the adequacy of assigned space and other resources, all locations currently identified as alternate facilities, and those being considered for alternate facility locations, should be reviewed by the City of Battlefield annually.

1. ACTIVATION:

   Activation procedures will mirror those required for activation of the primary EOC.

   Site specific activation procedures by first arriving personnel:

   a. Remove all items from the area that may interfere with EOC operations.
   b. Set up the operations room and other sections per the "Alternate Emergency Operation Center" diagram **(see Attachment A, Appendix 6 to this ESF).**

  c. Obtain the AEOC supplies from the EM storage area.
  d. Place each section's supplies in the appropriate area.

7. ACTIVATION LEVELS:

OPCON LEVEL	CONDITION
4	**Monitoring Activation:** Normal daily operations.
3	**Partial (Local) Activation:** This activation will be for an occurrence that can be handled by one or more departments/agencies within the local jurisdiction (city/county). It has the potential to require resources in excess of those available to the responding department/agency(s) through mutual aid agreements, etc.
2	**Full (State) Activation:** This activation will require a major response and a significant commitment of resources from several department/agency(s) and due to the situation will require a response from State resources/assets.
1	**Full (Federal) Activation:** This activation will require a massive response with resource commitments exceeding those available both locally and at a State level. Federal assets will be required to stabilize the situation.

OPCON LEVEL	EOC STAFFING REQUIREMENT
4	EOC Core Staff Only (EMD + City Clerk)
3	EOC Core Staff + On-Duty or Select Department/Agency Personnel + Elected Officials + Springfield-Greene County Office of Emergency (OEM) Personnel (if requested)
2	EOC Core Staff + Level 3 Staffing + State Personnel (This + DMACC staffing will likely be located at the OEM)
1	EOC Core Staff + Level 2 & 3 Staffing + State Personnel + Federal Personnel (This + DMACC staffing will likely be located at the OEM)

2. ALERTING:

The Springfield-Greene County Emergency Communications Center is responsible for alerting the Emergency Management Director. Additional notifications will be made in accordance with the Emergency Operations Plan (EOP), **ESF-5, Appendix 1**, and the Emergency Services Advisory.

3. SETUP:

  a. The AEOC will be temporarily established at 4117 W. Second Street.

  b. Emergency Management staff and volunteers will coordinate this function.

 c. Communications for the disaster will be handled through the Springfield-Greene County Emergency Communications Center. The Springfield-Greene County OEM Situation Room can function as a communications and message center for the City of Battlefield's EOC as well as the coordinating point for amateur communications utilized in the disaster upon request.

 d. The City of Battlefield is responsible for providing equipment, such as, copy machine, wireless internet, office supplies, message forms, log sheets etc

 e. A Joint Information Center (JIC) and Public Information Communications Center (PICC) can be set up at the Springfield-Greene County Office of Emergency Management at 330 W. Scott Street, Springfield, MO.

4. **OPERATIONS:**

This section will be led by the appointed Operations Section Chief. The Operations Section includes all activities that are directed toward the reduction of the immediate hazard, establishing control, and restoration of city operations. This section consists of those departments or agencies that are responsible for public safety, social services, and infrastructure. The individual agencies receive and evaluate requests for assistance and resources, establish priorities, and relay operational status and information to the Management Section.

Among those usually represented in this Section are primary and support organizations for the ESFs implemented for each event. The overall responsibility of this Section is to coordinate with field operations and ICP's.

EOC operations will be conducted in the same manner regardless of the circumstances or location.

5. **DEACTIVATION:**

Deactivation of the AEOC may be in total or a reduced status. The deactivation should occur when the situation has stabilized to the point that the disaster has been controlled to the point that it is no longer an overwhelming burden to the city/county. Once the AEOC has been deactivated, it can be reactivated should the need arise because the situation has once again begin to overwhelm the community.

Steps for deactivation will be the reverse of activation and will include the restock of any AEOC supplies or rehabilitation of any AEOC equipment.

APPENDIX 7

EOC: INITIATING CHECKLIST

COMPLETED X	TASK	DATE/TIME/INITIALS
_____	Incident Notification Received	_____
_____	EOC Activation Decision Made	_____
_____	Initial EOC Staffing Call-Out Begun	_____
_____	Initial Protective Action Recommendation	_____
_____	Initial EAS Message Issued	_____
_____	Public Alerting Devices Activated	_____
_____	Initial Traffic Control Points Identified	_____
_____	Initial Traffic Control Points Activated	_____
_____	Initial EOC Staffing Call-out Complete	_____
_____	EOC Open	_____
_____	JIC Activated	_____
_____	State EOC Activated	_____
_____	Initial EOC Staff Briefing Completed	_____
_____	Public Response to PAR Confirmed	_____
_____	Initial Damage Assessment Begun	_____
_____	Initial Damage Assessment Complete	_____
_____	Disaster Declaration Made: Local Disaster	_____
_____	State Disaster	_____
_____	Federal Disaster	_____
_____	Initial Shelter(s) Activated	_____